
Request for Proposal

**Guidelines for Application for State-Administered TANF
Adult Basic and Literacy Education Program
Education for Gainful Enrichment
(EDGE)**

**Grant Period
April 1, 2006 through June 30, 2007**

**Contact: Becky Bird
State Director of Adult Basic and Literacy Education
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
(406) 444-4443
bbird@mt.gov**



Linda McCulloch, Superintendent

**Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
www.opi.mt.gov**

March 2006

INTRODUCTION

The Office of Public Instruction (OPI) is issuing a Request for Proposal (RFP) to fund TANF adult basic and literacy education activities as directed by the 2005 Montana legislature. The legislature has appropriated \$250,000 to be used for Adult Basic and Literacy Education (ABLE) services with priority funding given to the geographic areas that have the highest percentage of their population enrolled in the Temporary Assistance to Needy Families (TANF) program. The funding is designated to support the provision of ABLE services designed to meet the specific needs of TANF participants.

As of November 2005, seventy-five percent of Montana's TANF population resides in eight counties. Applicants for the EDGE funds will target services to TANF recipients in the following counties: Big Horn, Cascade, Lewis and Clark, Missoula, Roosevelt, Rosebud, Silver Bow or Yellowstone.

The RFP provides specifications for program objectives and activities. This is a fifteen month project and proposals must include a plan and fiscal projections starting April 1, 2006 through June 30, 2007. Proposals must be postmarked March 29, 2006. The signed original must be received within one week. Return Receipt is recommended.

The distribution of grants for this RFP is contingent upon the success of applicants meeting the established criteria outlined in the RFP. For the fifteen month grant period there is \$212,500 available to local grantees. It is anticipated that up to three awards will be made, amounts to be determined by the scope of the proposal and the outcomes projected.

PROJECT DESCRIPTION

The Education for Gainful Enrichment (EDGE) program is designed to assist local Adult Basic and Literacy Education (ABLE) providers to specifically address the basic educational needs of the Temporary Assistance for Needy Families (TANF) eligible population. Through this project, services will be provided to the targeted eligible population addressing the basic education needs of participants in order to work toward achieving:

1. Increased basic education skills giving priority to math and reading and/or
2. The secondary equivalency (GED.)

TANF funds for the EDGE project are intended to help break the cycle of intergenerational poverty and illiteracy, while building secure and stable families by improving educational outcomes for low income families. The purpose of the EDGE project will be to expand current ABLE services to provide specific and targeted adult basic education services for TANF eligible adults out of school, 16 years of age or older, with a need to increase academic skills and proficiency. ***The targeted priority population will be TANF recipients assessed with the TABE and scoring at the Intermediate ABE level (typically grade level equivalency of 5.0 to 8.9)***

Funding for EDGE projects will be awarded competitively through this Request for Proposal (RFP). Individual award amounts will depend upon a number of factors, including geographic distribution, the number of eligible TANF participants in the region, targeted number to serve, and potential for outreach to rural satellite sites.

The number of TANF adult recipients (at enrollment) that will be served by the EDGE project will be an addition to the adults currently participating in ABLE programs or an added service to those enrolled. Services will be over and above those available through publicly funded ABLE. Priority consideration for grantees will be given to proposals that have the highest number of TANF recipients proportionate to the service area population, and the range of services provided by the local service provider, including necessary supportive services.

Grantee performance will be evaluated by the following criteria:

1. Participant attendance as agreed to by the participant, the WoRC case manager and the ABE program.
2. Educational functional gains of the participant
3. Achievement of the GED.

For technical assistance or questions regarding this RFP, contact Becky Bird, State Director of Adult Basic and Literacy Education (ABLE) at (406) 444-4443 or at bbird@mt.gov.

ELIGIBLE APPLICANTS

Public or community based organizations with demonstrated experience in providing adult basic and literacy education services to the targeted priority population. The targeted priority population is TANF recipients assessed with the TABE and scoring at the Intermediate ABE level; however other TANF recipients may be served as long as EDGE participation requirements are met.

REMINDER

Before sending your application, please check to see that the following items are included:

1. EDGE Grant Cover Page
2. Project Summary Page
3. Project Plan
4. Budget Narrative/Budget Form

APPLICATION INSTRUCTIONS

Applications must be submitted in accordance with the format and instructions in this RFP. Applications must be signed by the project director and the authorized representative of the agency submitting this proposal. This proposal should be prepared in the typeface of choice in 12 point font size and should not exceed space and length requirements where stated.

1-1 NUMBER OF COPIES

Send three (3) copies, **one with original signatures to:**

Becky Bird
ABLE Director
Montana Office of Public Instruction
PO Box 202501
1300 11th Avenue
Helena, MT 59620-2501

1-2 NUMBER OF PAGES

Application cannot exceed 5 pages, excluding Cover Page, Project Summary Page, and Budget Summary.

1-3 FAXED & ELECTRONIC MAIL PROPOSALS

Proposals submitted by fax or e-mail will not be accepted.

1-4 PROPOSAL DUE DATE AND TIMELINE

Proposals **MUST** be postmarked by March 29, 2006, to assure consideration by the reading committee.

- Postmarked by: **March 29, 2006**
- Award Notification: **April 7, 2006**
- Grant Period begins: **April 1, 2006**

1-5 REVIEW PROCESS

A team of reviewers will evaluate each proposal. Proposals that meet the conditions of the RFP and are recommended for funding are forwarded to the Montana State Director of ABLE for final approval. A sample Competitive Score sheet is provided with this RFP.

1-6 CONDITIONAL APPROVAL

If conditional approval is recommended, a letter stating the conditions will be sent to the applicant agency. Proposal amendments containing the recommended changes or explanations of how the applicant will meet the conditions must be submitted. Upon review and approval of the proposal and amendments, funding will be approved.

1-7 SUCCESSFUL APPLICANTS

Applicants must demonstrate, document, coordinate and integrate activities to meet the stated goal(s) within the framework of the proposed budget. The grant application must also be written so that it demonstrates the strength and commitment of all relevant and/or necessary community partners in carrying out the activities and goals of this project. At a minimum, the education provider and the TANF authority for the service area are required to be mandatory partners and closely integrated in the approach to serve this population.

Final authority to award grants rests with the Office of Public Instruction (OPI)

1-8 OBLIGATION OF FUNDS

Funds may not be obligated until final approval and assignment of a project number. Once approved, changes in project goal(s), objective(s) or activities will require a formal amendment. However, for budget changes of less than 10% of the approved grant total an informal authorization rather than a formal amendment will be utilized. Contact the OPI if there is a question regarding an amendment.

1-9 CANCELLATION OF GRANTS

The OPI reserves the right to terminate a grant award when the recipient fails to perform in accordance with:

- A. fiscal requirements;
- B. reporting requirements;
- C. conditions of the RFP;
- D. application and approved amendments; and/or
- E. any violation of state or federal law pertaining to the source of funds for this project.

2-1 TERM OF GRANT

The grant application should be written to include proposed programmatic and fiscal activities April 1, 2006 through June 30, 2007.

2-2 THE APPLICANT

- 1. Must comply with font size requirement of 12 point
- 2. Must comply with space and length requirements for information
- 3. Must not submit unspecified attachments
- 4. Must spell and check grammar
- 5. Must use consistent verb tense and active voice
- 6. Must supply three copies; one with original signatures and two copies
- 7. Must secure required signatures
- 8. Must adhere to the grant deadline and postmark date of **March 29, 2006**
- 9. Must not submit faxed or electronic copies

2-3 GRANT RECIPIENTS

1. Must complete required federal and state forms and reports meeting fiscal guidelines and reporting requirements
2. Must assess results for program improvement using MTSIMS for data collection and student outcome performance measurement

2-4 THE OPI

1. May not fund any or all proposals
2. May fund some proposals
3. May reject proposals that do not meet specifications and criteria
4. May select new award readers as deemed appropriate
5. May partially fund project or adjust award amount
6. Will not accept late proposals
7. Will use a reasonable and equitable selection process
8. Will offer technical assistance to successful applicants throughout the term of the grant

EDGE PROPOSAL REQUIREMENTS

Proposals must contain the following contents in the order listed:

3-1 COVER PAGE

The cover page constitutes the top page of the proposal. Nothing else should precede it. Use the cover page included with this RFP.

3-2 PROJECT SUMMARY PAGE

A project summary page must follow the cover page. A project summary page is included with this RFP.

3-3 ASSURANCES

All funded applicants will be required to sign and submit assurances before any funds can be released.

3-4 PROJECT PLAN PAGES

Complete the information requested in the following sections to create your Project Plan.

Project Plan

3-5 STATEMENT OF NEED

Include a description of the identified needs of the targeted TANF population in your service area and how this grant will address that need.

3-6 RECRUITMENT AND RETENTION OF THE POPULATION TO BE SERVED

The Department of Public Health and Human Services and the Office of Public Instruction have identified the priority targeted population to be participants assessed within the Intermediate ABE level. Describe the strategies the program will use to recruit and retain this population.

3-7 COMMUNITY INVOLVEMENT/COLLABORATION

Describe planned collaboration and coordination with provider partners. At a minimum, the education provider and the TANF authority or designated service provider for the service area are required to be mandatory partners and closely integrated in the approach to serve the targeted population. Other partners should be identified as necessary. Identified partners will be required to sign a Memorandum of Agreement if the RFP submitted is selected for an award. The OPI will assist grantees with the development of the MOA.

3-8 PROJECT GOALS

The focus of the EDGE project is to provide basic education and literacy skills instruction and service to TANF participants who have been assessed at the Intermediate ABE level. The services provided will lead to increased academic skill and may possibly include GED completion. The following section describes four considerations to be used in reaching this goal. Describe how your program will address these considerations.

1. Planning Phase

The planning phase of the project will require the development of local agreements, including Memorandums of Agreement with TANF Authority and other community partners. The planning phase may also require the hiring of staff, analyzing data, and the development of strategies to implement the project, research to determine and understand the characteristics of the targeted population, and the identification of supportive services that may be necessary to assure participation and progress of the student. TANF recipients may participate up to ten hours per week. It is expected that directed services will be provided

to this targeted population, in addition to a programs' regular schedule of instructional services.

Participant enrollment will begin no later than June 1, 2006.

2. Participant Selection

TANF adult recipients (16 years of age and older and not enrolled in secondary education) may be eligible for the EDGE project. All participants will have an increase in their educational functioning level as a goal. The following criteria will be considered for enrollment in EDGE:

- a) Assessment scores—TABE assessment in reading at the Intermediate ABE level
- b) Commitment—participant must sign an agreement committing to attendance and goals of EDGE, including the hours of participation.
- c) Recommendation and support by the WoRC case manager and the agreement of the adult education staff

3. Educational Enrichment Plan

Each EDGE participant will develop an Educational Enrichment Plan that identifies the basic academic skills needed for the participant's success in the program. This plan will serve as the contract between the participant, the participants' TANF authority and the ABE program.

At a minimum, the Educational Enrichment Plan should:

- Be designed using the assessment results in conjunction with the participant, the TANF case manager and the ABE program. The plan will include specific, reasonable, achievable and measurable goals. The primary goal for all participants will be to show gains in academic proficiency (EFL gains.)
- Screening results from PowerPath and a plan for addressing the results.
- Assessments of individual academic skill with a record of test results of the participant's educational level at program start and program conclusion.
- Address the educational/life barriers that may prevent the participant from successfully participating in EDGE and develop a set of strategies that may help the participant to overcome those barriers.
- Contain measurable and verifiable long and short-term goals for participation.
- Specify a timeframe for completing program components and meeting goals appropriate to the individual.

4. Educational Instruction

Adult education improves the educational levels of adults and the economic self-sufficiency of families by empowering participants to set and meet goals, improve their reading, math, and English language skills, and to improve their chances for a meaningful quality of life. It includes Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL), and High School Equivalency Diploma (GED) preparation.

Instruction may be provided through several methods, including:

- Classroom settings: Instruction in the classroom or learning lab.
- One-on-one tutoring: The participant meets with a literacy tutor or other instructor.
- Contextualized learning: Learning in a setting and with curriculum that is meaningful and relevant to the participant.
- Peer instruction and mentoring: Participants actively engaging in the learning/teaching process.
- Technology education: Integrating technology in instruction and/or enhancing access and persistence in participation
- Other: Incorporating other methods and strategies based on the need of the participant as a means to support successful participant outcomes.

3-9 TECHNOLOGY INTEGRATION

Describe in detail how technology will be integrated into instruction to help meet the goals of the project and the considerations in 3-8.

3-10 SUPPORTIVE SERVICES

Describe in detail how supportive services will be integrated into the participants' Educational Enrichment Plan in collaboration with human service agency partners.

3-11 OBJECTIVES

Clearly identify and prepare a separate plan for each program objective to meet the goals and considerations of the project. Objectives must relate to and satisfy the goals and expected outcomes.

3-12 ACTIVITIES

Activities should describe how each of the project's objectives would be accomplished.

3-13 TIMELINE

The timeline should provide the time frame in which the project will operate and in which objectives and activities will be carried out to achieve the goal(s). The timeline should be based on the five quarters of the terms of this project. All activities must be carried out within the timeline of the grant period and evaluated quarterly.

3-14 EVALUATION

Describe how objectives will be evaluated and how goals will be measured. State what constitutes successful outcomes related to goals and specify the techniques and/or measurement instruments to be used. Grantees are required to provide performance outcomes for each EFL. Grantees are required to use MTSIMS, the OPI data system for ABLE, to manage program data.

3-15 DISSEMINATION OF RESULTS

Grantees are required to submit data and all required reports to the OPI and will agree to participate in the dissemination of the project outcomes as requested by the OPI.

3-16 JOB DESCRIPTIONS

Include a project job description and qualifications of the personnel responsible for the implementation and completion of the project. Do not submit resumes. Personnel may include the project director, instructors, counseling staff, case manager, student advocate, tutor, or other designated staff that will work directly with the project and the participants.

3-17 LOCAL CONTRIBUTION

The OPI will not request that a grantee provide a designated local contribution as it is assumed that local programs will naturally provide in kind support to the objectives and goals of this project.

3-18 BUDGET NARRATIVE

Clearly explain how each section of the budget summary will be expended. The budget narrative must support goals, objectives and activities. Be as detailed as possible. Equipment must be identified and travel must be justified and approved by the OPI. Complete Budget Form.

Education for Gainful Enrichment (EDGE)

Project Summary Page

Fill out this page when applying for Education for Gainful Enrichment (EDGE) and place it directly behind the cover page.

1. PROJECTED NUMBER OF PARTICIPANTS

- | | | | |
|----|-----------------------|----------------|-------|
| a. | ABE Intermediate Low | # participants | _____ |
| b. | ABE Intermediate High | # participants | _____ |
| c. | ASE | # participants | _____ |

2. PROPOSED BUDGET

- | | | | | | |
|-------|-----------------------------------|----|-------|---|-------|
| a. | Personal Services Administration | \$ | _____ | % | _____ |
| b. | Personal Services Instruction | \$ | _____ | % | _____ |
| c. | Personal Services Student Support | \$ | _____ | % | _____ |
| d. | Supportive Services | \$ | _____ | % | _____ |
| e. | Operating | \$ | _____ | % | _____ |
| Total | | \$ | _____ | | 100% |

**OFFICE OF PUBLIC INSTRUCTION
PO BOX 202501
1300 11TH AVENUE
HELENA, MONTANA 59620-2501**

**EDUCATION FOR GAINFUL ENRICHMENT (EDGE)
GRANT APPLICATION
COVER PAGE**

Deadline Date: March 29, 2006

Applicant (Agency/Organization):	Amount requested:
Address:	Project Director Telephone:
Project Director Name:	Project Director Email Address:
Authorized Representative/Title :	Project Director Fax:
Signature of Project Director:	
Signature of Authorized Representative:	

For Office of Public Instruction Use Only

Grant Award Number:	Award Amount:
Fiscal Year of Funds:	Grant Project Begin Date:
Date Approved:	Grant Project End Date:
Signature ABLE Director	Denial Notification Date:

2006-2007 EDGE Grant Scoring Sheet**Applicant Agency:** _____

3.1—COVER PAGE (0-2 points) _____ X 1 = _____

2 points—All items complete on cover page.

1 point—Cover page is included and may or may not be complete, but was difficult to find.

0 points—There is no cover page or, the cover page is not filled out.

Comments:

3.2—PROJECT SUMMARY PAGE (0-2 points) _____ X 1 = _____

2 points—All items complete on the Project Summary Page.

1 point—Project Summary Page is included but is not complete.

0 points—The Project Summary Page is not included.

Comments:

3.5—STATEMENT OF NEED (0-3 points) _____ X 1 = _____

3 points—Using supporting documentation, the proposal clearly and concisely identifies the needs of the targeted population within the service area and how the needs will be addressed.

2 points—Proposal identifies the needs of the targeted population within the service area and how the needs will be addressed.

1 point—Proposal attempts to identify needs of the population and how to address those needs.

0 points—There is no statement of need, or the statement is inappropriate to the proposal.

Comments:

3.6—RECRUITMENT & RETENTION STRATEGIES (0-15 points) _____ X 5 = _____

3 points—Proposal clearly identifies strategies developed in collaboration with community partners to recruit and retain students from the targeted population indicated in RFP.

2 points—Proposal identifies strategies that will be used to recruit and retain students from the targeted population indicated in the RFP.

1 point—Proposal attempts to identify strategies that will be used to recruit and retain students from the targeted population indicated in the RFP.

0 points—Proposal does not identify strategies to be used to recruit and retain students from the targeted population indicated in the RFP.

Comments:

3-7—COMMUNITY INVOLVEMENT/COORDINATION (0-6 points) _____ X 2 = _____

- 3 points*—Coordination with TANF/WoRC staff, other government and community agencies or relevant human service providers is described in detail. Partners are identified for MOUs.
- 2 points*—Coordination with TANF/WoRC staff, other government and community agencies or relevant Human Service providers is described in detail.
- 1 point*—Coordination with TANF/WoRC staff, other government and community agencies or relevant human service providers is limited and not detailed.
- 0 points*—Coordination with TANF/WoRC staff and other government and community agencies or relevant human service providers is not addressed.

Comments:

3-8—PROJECT (0-9 points) _____ X 3 = _____

- 3 points*—Proposal clearly and concisely addresses each of the four considerations outlined in the RFP relating them directly to the project goals.
- 2 points*—Proposal addresses each of the considerations outlined in the RFP relating them to the project goals.
- 1 point*—Proposal does not fully address all the considerations.
- 0 points*—Proposal does not address the considerations.

Comments:

3-9—TECHNOLOGY INTEGRATION (0-6 points) _____ X 2 = _____

- 3 points*—Applicant describes in detail how technology will be integrated into instruction relating to the considerations and project goals.
- 2 points*—Applicant describes how technology will be integrated into instruction relating to the project goals.
- 1 point*—Applicant describes how technology will be used but not integrated into instruction.
- 0 points*—Applicant does not describe how technology will be integrated into instruction.

Comments:

3-10—SUPPORTIVE SERVICES (0-3 points) _____ X 1 = _____

- 3 points*—Applicant describes in detail how supportive services will be integrated into the participants' Educational Enrichment Plan in collaboration with community partners.
- 2 points*—Applicant describes how supportive services will be integrated into the participants' Educational Enrichment Plan.
- 1 point*—Applicant describes the use of supportive services available in the community.
- 0 points*—Applicant does not address supportive services.

Comments:

3-11—MEASURABLE OBJECTIVES (0-15 points) _____ X 5 = _____

3 points—All objectives are measurable and described in a clear, organized manner. Each includes the considerations and relates to the project goals and fulfills requirements in the RFP.

2 points—Some objectives are measurable, not all. All or most include the considerations and relate to the project goals and fulfills requirements in this RFP.

1 point—Objectives described are not measurable. They may or may not relate to the project goals and RFP requirements.

0 points—Measurable objectives are not included in the proposal.

Comments:

3-12—ACTIVITIES (0-12 points) _____ X 4 = _____

3 points—The activities described are instrumental in reaching the planned objectives as they relate to the project goals required in the RFP.

2 points—Some, but not all of the activities described are instrumental in reaching the planned objectives as they relate to the project goals required in the RFP.

1 point—The activities described do not relate to the planned objectives.

0 points—There are no activities described.

Comments:

3-13—TIMELINES (0-3 points) _____ X 1 = _____

3 points—There is a realistic timeline for reaching all goals and objectives within the grant period.

2 points—There is a realistic timeline for reaching most, not all, goals and objectives.

1 point—Timeline appears unrealistic.

0 points—There is no timeline for reaching goals and objectives.

Comments:

3-14—EVALUATION (0-6 points) _____ X 2 = _____

3 points—Effective evaluation is planned for each objective.

2 points—Effective evaluation is planned for some objectives, not all.

1 point—Evaluation is planned for some or all objectives, but does not seem effective.

0 points—There is no evaluation planned for any of the objectives.

Comments:

3-15—DISSEMINATING RESULTS

(0-3 points)

_____ X 1 = _____

3 points—There is a clear, effective method described for disseminating results of the project to the public.

2 points—There are clear plans to disseminate results of the project, but the method described leaves out key players.

1 point—There are plans to disseminate results of the project, but the methods seem incomplete.

0 points—There is no method described for disseminating results of the project.

Comments:

3-16—JOB DESCRIPTIONS (if applicable)

(0-3 points)

_____ X 1 = _____

3 points—There are job descriptions for budgeted staff. The descriptions support project goals and objectives.

2 points—Job descriptions were not complete or do not relate to the project goals and objectives.

1 point—Resumes were included rather than job descriptions.

0 points—There are no job descriptions for budgeted staff.

Comments:

3-17—BUDGET NARRATIVE

(0-6 points)

_____ X 2 = _____

3 points—The budget narrative is clear and definitive and supports the project goals and objectives.

2 points—The budget narrative supports the project goals and objectives, but there are errors.

1 point—Some, not all of the budget narrative supports the project goals and objectives.

0 points—The budget narrative is missing the project goals and objectives.

Comments:

Total points given by this reader: _____

This reader recommends:

_____ Approval, no additional information is needed.

_____ Conditional, the minor/major issues below need additional explanation:

Recommended amount of funding: _____

_____ Disapproval, I recommend this proposal not be funded because: (explain below)